

Appendix-1

1)..... is a *trading/ manufacturing / service* organization; It is a..... *private limited company/ firm/ public listed company/ government undertaking*. 2) It is located at (*full adds with city, country name*). 3) It is a (*number*) years old company. 4) Its Tel no. Fax no. e-mail web site adds..... 5) It is engaged in *trading/ manufacturing/ service* of or it provides *legal/ accounting/ other* services. 6) It employs (*number*) employees. 7) It has office(s) in' city. 8) It has (*number*) office(s) in this country in (*number*) cities. 9) It has overseas office(s) in..... (*number*) countries. 11) Its overseas offices are located in (*names of countries/ cities*) 12) It is part of Group. 13) Its main promoters are (*names of promoters*) 14) It has (*number*) associate/subsidiary companies. 15) It is a *professionally/ family/ individually* managed company/business. 16) Its main bankers are (*names of banks to choose from and other banks to write*). 17) Its total bank borrowings are (*range of amounts to choose from*) 18) Its major source of revenue comes from markets (*names of the countries*). 19) It is especially recognized for its..... (*product/ service name*). 20) Last year it did a turnover of (*range of amounts to choose from*) and its net profit/loss was..... (*range of amounts to choose from*). 21) It is likely to do *higher/lower turnover* this year. 22) Its paid up capital is (*range of amounts to choose from*). 23) Currently its share is quoted at..... (*currency & amount*) at(Stock Exchange's name). 24) Its other business interests are in (*products/services etc*). 25) It is believed that the business has claims amounting to (*range of amounts to choose from*) against (*names of businesses and their location*). 26) It is believed that there are claims against the business amounting to

(range of amounts to choose from) from..... (names of businesses and their location). 27) It was recently featured in news (publication/newspaper's name and date or website hyperlink). 28) It has a very good/ good/ fair/ bad/ very bad reputation here. 29) Any other comment on the Subject.....